

THE COUNTY OF LOS ANGELES
Invites Resumes for
**EXECUTIVE DIRECTOR, COUNTYWIDE EQUITY
OVERSIGHT PANEL**
(UNCLASSIFIED AT-WILL EMPLOYMENT)



Filing period: February 10, 2014 – Until the needs are met

**Annual Salary: \$135,574 to \$205,202
(MAPP R16)**

Board of Supervisors

Gloria Molina	First District
Mark Ridley-Thomas	Second District
Zev Yaroslavsky	Third District
Don Knabe	Fourth District
Michael D. Antonovich	Fifth District

THE COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of approximately 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, is freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.

The County has an annual budget in excess of \$24 billion. Thirty-nine major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors, including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. A wide variety of other services are also provided to County departments and to the public which include staffing various County commissions, committees, and task forces; administering the Assessment Appeals Board, the County lobbyist ordinance and County's economic disclosure programs under California's Political Reform Act; and administering the Countywide Service Awards Program.

The Department has a budget of \$120.3 million and includes funding for approximately 322 budgeted positions.

THE POSITION

The position will direct the County's Intake Specialist Unit (CISU) and the County Equity Oversight Panel (CEOP) and is an authority and resource to the CEIU in the County organization and the CPOE process.

The incumbent will have executive and administrative responsibility over the County-wide equity function and must interact regularly with all County Department Heads and their HR teams on issues and processes relating to the CPOE. The individual will confidently serve as the County's equity resource and to identify and recommend solutions to systemic problems that may be creating liability for the County.

KEY RESPONSIBILITIES

- ▶ Identifies and works to resolve systemic equity issues identified through the CEOP process resulting in County liability reduction, reduced employment litigation and cost savings.
- ▶ Serves as the County Policy of Equity advisor to the Board of Supervisors and all County department heads; attends all County Equity Oversight Panel briefings and meetings
- ▶ Provides investigative guidance to Deputy Compliance Officer investigative staff and Intake assessor staff; developing and overseeing scheduling to ensure that the Equity Investigations are heard in a timely manner.
- ▶ Reviews and evaluates County Equity Investigation's Unit (CEIU) investigations of potential violations of the County Policy of Equity. Ensures investigations are complete, timely, objective, and appropriate.
- ▶ Participates in high level targeted mediations in an effort to reduce overall County liability in problematic equity based employment matters.
- ▶ Monitors the County's equity training to ensure that it is up to date, ongoing and effective.
- ▶ Identifies preventative measures and ensures implementation of necessary corrective measures within all departments.
- ▶ Determine proceedings when Panel members are unable to concur on determinations of CEOP investigations
- ▶ Oversees monitoring of departmental actions to ensure that the appropriate countywide disciplinary actions are followed.

EDUCATION AND EXPERIENCE REQUIREMENTS

A Juris Doctorate and five years' experience as a practicing employment law attorney with an emphasis in public sector employment law and in representing public sector entities, three years of which must have been spent advising highly skilled staff performing a full range of difficult to complex analytical assignments which directly impact departmental programs and administrative operations, and which may be of confidential or sensitive nature managing multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations. – OR –

Graduation from an accredited college with a specialization in Business Administration, Public Administration, Industrial/ Organizational Psychology, or Human Resources Management and seven years' experience in public sector human resource practice and process with extensive knowledge of relevant employment laws, three years of which must have been managing multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations

DESIRABLE QUALIFICATIONS

- Certified Human Resource expert
- Working knowledge of the County's Policy of Equity (CPOE) and its process
- Experience in Human Resource, Employee Relations, Civil Service Advocacy or related areas
- Strong organizational, analytical, communication and interpersonal skills
- Ability to establish and maintain liaison with legislative bodies, a variety of governmental jurisdictions and agencies
- Knowledge of government process at the local, state and federal level

COMPENSATION AND BENEFITS

ANNUAL SALARY: \$135,574 – \$205,202 MAPP R16.

The successful candidate may be appointed to any salary within the Range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that met their specific needs. The package includes:

Retirement Plan – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013 that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

Cafeteria Benefits Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Leave – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.

Flexible Spending Account – Employees may contribute up to \$200 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) – Optional tax- deferred income plan that may include a County matching contribution up to 4% of employee's salary

Deferred Compensation Plan (457) – Optional tax- deferred income plan that may include a County matching contribution up to 4% of employee's salary

Holidays – eleven paid days per year

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest, resume detailing the required experience and verification of license.

Resume packets should include the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment and salary information.
3. Information must show that the candidate meets the License and Experience *Requirements* and *Desirable Qualifications* sections of this recruitment announcement.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. *Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.*

The names of the most highly qualified candidates will be submitted to the Executive Officer of the Board of Supervisors, for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

Please submit statement of interest and resume packet to:

Fanita Morris

Executive Office of the Board of Supervisors

Kenneth Hahn Hall of Administration

500 West Temple Street – Room 374

Los Angeles, CA 90012

Phone: (213) 974-1421

Fax: (213) 626-1398

E-mail: fmorris@bos.lacounty.gov

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**This announcement may be
downloaded from the
COUNTY OF LOS ANGELES website at:
[http://dhr.lacounty.info/ Career Opportunity/
Executive Recruitment](http://dhr.lacounty.info/Career%20Opportunity/Executive%20Recruitment)**

**The County of Los Angeles is an
Active Equal Opportunity Employer**

SPECIAL INFORMATION

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.